



Planning

Meeting Name:	DES Workplace Safety Plan Steering Committee meeting	Dial-In Number:	WebEx: 1-888-729-9685 Attendee access code: 379 011 8
Date and Time:	Monday, May 20, 2013, 9AM to 10AM	Location:	3500 Industrial Blvd, West Sac, 2nd Floor, Room 231
Facilitator:	Cindy Garcia	Scribe:	Justin Heeb
Attendees:	<input type="checkbox"/> Heidi Rooks <input type="checkbox"/> Jason Moore <input type="checkbox"/> Petra Lee <input type="checkbox"/> Don Guy <input type="checkbox"/> Mike Dempsey <input type="checkbox"/> Jason Kindopp <input type="checkbox"/> Tim Smith <input type="checkbox"/> Allan Wong <input type="checkbox"/> Matt Hicks <input type="checkbox"/> Steve San Julian <input type="checkbox"/> Michal Koller <input type="checkbox"/> Karen Gehrts <input type="checkbox"/> Joanna Gonzales <input type="checkbox"/> Josh Brown <input type="checkbox"/> Justin Heeb <input type="checkbox"/> Cindy Garcia <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Absent:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Meeting Notes / Decisions Made

Topics		Discussion	Decision
1	Introductions	All -	
2	3500 Industrial Emergency Action Plan	Don – <ul style="list-style-type: none"> Draft is saved at: S\Safety\ Emergency Action Plans\2013 Drafts Progress – update 	
3	DES' Safety Project Plan (Plan) development	All – <ul style="list-style-type: none"> Continue to develop core components as you have time Save your work on the S drive under the "Safety" folder 	
4	DWR Safety System Program Implementation task order for AECOM to provide safety services	Cindy - Handout <ul style="list-style-type: none"> There is an approved DOE A&E contract task order for AECOM to assist DWR with implementation of the DWR safety system. The work will consist of seven tasks: <ol style="list-style-type: none"> 1. Project Management 2. Written Programs and Plans 3. Safety Training 4. Safety Technical Support 5. Written Policies and Procedures 6. Safety Communications, and 7. DWR Safety Steering Committee and Implementation Team Support The contractor will use, when appropriate, existing DWR safety materials such as policies, procedures, and forms, to create new safety documents in the most 	



		<ul style="list-style-type: none"> efficient manner possible. 	
5	DWR New Chief Safety Officer, Michael Donlon	Cindy - <ul style="list-style-type: none"> Will attend an upcoming DES Branch Chief's meeting...(not sure when, am checking with Laura G.) Need volunteers to prepare a DES safety progress report for the Chief Safety Officer to be discussed at the future Branch Chief meeting. Any volunteers? Maybe set-up a brainstorming session to develop this report with others that would like to help? 	
6	FYI- a meeting to discuss where to go from here with our DES Safety Plan....	Cindy & Don - <ul style="list-style-type: none"> A meeting has been scheduled for Wednesday, June 5th between Joanna, Heidi, Don, and Cindy to discuss where we go from here with our DES safety plan efforts with the respect to the forthcoming guidance from our new Chief Safety Officer. Does anyone have any concerns, comments, or questions they would like us to address during this meeting? I'll provide our discussion updates at the June safety meeting. 	
7	Review action item from previous meeting	Don -	
8	Schedule the next meeting	June 24 th from 9-10, DES Library	

Action Items from last meeting (4/29/13)

Topic		Actions	Responsibility	Timeline	Status
1	Were there any?				
2					
3					
4					
5					
6					
7					
8					

Action Items for today's meeting

Topic		Actions	Responsibility	Timeline	Status
1					
2					
3					
4					
5					



Topic		Actions	Responsibility	Timeline	Status
6					
7					
8					